

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOH0357952

Date Posted: 07/01/13

POSITION NO: 940375

Closing Date: 07/15/13

CLASS CODE: 4151

POSITION TITLE: FOOD DISTRIBUTION TRUCK DRIVER

DEPARTMENT NAME: NAVAJO FOOD DISTRIBUTION PROGRAM

DEPARTMENT NO: 35 WORKSITE LOCATION: Teec Nos Pos, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R59A

Days: MONDAY - FRIDAY

Permanent: ☒

SALARY:

Hours: 8:00 am - 5:00 p.m.

Temporary: ☐

Duration:                      \$ 24,752.00 Per Annum

Part-Time: ☐

No. of Hrs./Wk.:                      \$ 11.90 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Operates 5 ton semi-tractor with trailer to deliver food commodities to designated sites throughout the Navajo Nation; operates forklift to load and unload food items; determines the amount of food to be loaded for each tailgate; load pallet of food within the required weight limit to transport; conducts physical inventory of food commodity to site and records the quantities of food; inventories and prepares box food for distribution; records damaged food; assist with food distribution at filed site and performs inventory of distribution; utilize laptop to record distribution and inventory of food products; also assist with inventory at the Warehouse level.

Assist warehouse worker with inventory, shopping list, reconciles physical inventory of food products using automated system; restocking and reports of damaged food; attends training to ensure compliance with food distribution, policies, rules and regulation; maintains cleanliness and sanitary of warehouse; sweeps and mop floors on a daily basis; disposes garbage; responsible for upkeep for cleanliness on trailer and perform preventive maintenance of equipment/trucks.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A high school diploma or GED; and

**Experience:**

one (1) year of experience operating and maintain a 5 ton semi-tractor; or an equivalent combination of education, training and experience which provide the capabilities to perform the described duties.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application)***

**Special Knowledge, Skills and Abilities:**

Knowledge of applicable federal, state and Navajo Nation Motor Vehicle laws, rules and regulations; proper vehicle safety inspections procedures; maintenance requirements, safe operations procedures and controls systems; knowledge of operating truck and trailer; inventory; knowledge of occupations safety and health guidelines, practices and procedures.

Work involves lifting, carry and transporting food commodities weighing up to 50 pounds; physical work when distributing food; working with cliental at tailgates in remote areas. inventory using computer software; laws, rules and regulations of proper vehicle safety; Occupational safety and Health guidelines and janitorial duties; customer services; ability to work with others; ability to follow verbal and written directives.

**License/Certification Requirements:**

Must possess a valid Commercial Driver's License (CDL-Class A) and Medical Card. Required to obtain a Navajo Nation Vehicle Operator's Permit; Forklift Certificate; Food Handler's Permit, Cardiopulmonary Resuscitation (CPR) Certificate and First Aide Certificate.

Depending upon the needs of the Navajo, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

*Revised: 1-15-99*